



City of San Diego

Small Local Business (SLBE) Program INSTRUCTIONS FOR BIDDERS COMPLETING THE GOOD FAITH EFFORT SUBMITTAL

The Special Provisions for projects subject to the SLBE Program requires contractors to take affirmative steps to attract and utilize SLBE and ELBE firms.

The information necessary to establish the bidder's adequate Good Faith Efforts (GFE) to meet the mandatory subcontractor participation percentages must include:

A. SLBE-ELBE WRITTEN SOLICITATION REQUIREMENTS

Bidders must solicit SLBE-ELBE firms on the City's approved SLBE-ELBE list. Solicitations for subcontract/vendor work must comply with the following requirements:

1. The solicitation must be project specific, dated and include bid number and project name. *Solicitations must be made to the SLBE-ELBE firms at least 10 business days prior to bid opening.*
 - 1.1. Broadcast solicitation is acceptable.
2. Solicitation must state which items or portions of work the bidder is requesting subcontractor/vendor pricing.
 - 2.1. It is the bidder's responsibility to demonstrate that enough work sufficient to meet the SLBE-ELBE goal was made available to SLBE-ELBE firms. The bidder should make as many items of work available as possible to meet the goal, and at a minimum an amount of work equal to the goal. If necessary to reach the goal, the work should include those items normally performed by the bidder with its own forces, supplies and even items with a dollar value below 1/2 of 1% of the total bid. Bidders shall utilize Form AA60 to demonstrate compliance with this requirement and submit the completed form with Good Faith Effort documentation.



City of San Diego

Small Local Business (SLBE) Program INSTRUCTIONS FOR BIDDERS COMPLETING THE GOOD FAITH EFFORT SUBMITTAL

3. Solicitation must state that plans and specs are available at no cost to interested SLBE-ELBE firms and how to obtain them.
4. Solicitations must state that assistance is available from the bidder for SLBE-ELBE subcontractors in obtaining necessary equipment, supplies, or materials.
5. Solicitations must state that assistance is available from the bidder for SLBE-ELBE firms in obtaining bonding, lines of credit or insurance.
6. Bidder must solicit **ALL** City of San Diego Certified SLBE-ELBE firms who have the NAICS code for the subcontractor/vendor work sought by the general contractor.
 - 6.1. Bidders are not required to contact SLBE-ELBE firms that are noted as “General Contractor Only – Does not provide services as a subcontractor” in the PRISM compliance database or on the listing provided on the City website.
7. Bidders must provide copies of **ALL** solicitations with one of the following forms of verification ***that the solicitations were sent:*** a) If mailed: provide copies of the metered envelopes or certified mail receipts b) If faxed: provide copies of the fax transmittal confirmation sheet(s) c) If emailed: provide copies of the email delivery confirmation sheet(s). No credit shall be given for error messages, busy, cancelled, undeliverable, etc.
 - 7.1. When utilizing broadcast method bidder must clearly identify SLBE-ELBE firm on verification documentation submitted with GFE.

B. SLBE-ELBE WRITTEN SOLICITATION FOLLOW UP REQUIREMENTS

Bidders must follow-up with all SLBE – ELBE firms that were notified of the subcontracting/vendor opportunities to determine their level of interest



City of San Diego

Small Local Business (SLBE) Program INSTRUCTIONS FOR BIDDERS COMPLETING THE GOOD FAITH EFFORT SUBMITTAL

and commitment to bid the project. When following up with the SLBE – ELBE firms, the bidder must do the following:

1. Follow up communications must start no less than 5 business days prior to bid opening.
2. Bidders must make at least three follow-up telephone calls to each SLBE – ELBE firm.
 - 2.1. Bidders are not required to make and/or may stop making follow-up telephone calls once the SLBE-ELBE firm has provided written verification accepting or declining to bid the project. Written verification from SLBE-ELBE firm must be project specific.
 - 2.2. Bidders must provide copy of written verification received from SLBE-ELBE firms with Good Faith Effort documentation.
 - 2.3. Submit a telephone log, as proof of telephone calls, with the following requirements: project name, name of person making the phone call, name of firm contacted, contact person's name, date of call, time of call, and details of conversation.

C. SUBCONTRACT AWARD SUMMARY

Bidders must act in good faith with interested SLBE-ELBE firms and may only reject bids for legitimate business reasons. The bidder must submit the following documentation:

1. A **DETAILED** summary sheet which includes bid item number, scope of work, subcontractor/vendor name, bid amount, certification type, subcontractor/vendor selection and reason for selection / non-selection of all the subcontractors/vendors that responded.
2. Copies of all subcontract/vendor bids received including bids for areas



City of San Diego

Small Local Business (SLBE) Program INSTRUCTIONS FOR BIDDERS COMPLETING THE GOOD FAITH EFFORT SUBMITTAL

of work that were not included in the outreach and bids from both certified and non-certified subcontractors/vendors. If the Bidder decides to Self-Perform a scope of work, the Bidder **MUST** submit a detailed bid to show that the Bidder's price is competitive to the price of the subcontractors/vendors that responded to outreach efforts. All verbal bids **MUST** be substantiated by corresponding written bid from subcontractors/vendors.

D. OUTREACH ASSISTANCE REQUIREMENTS

Written notice of subcontractor/vendor opportunities must be forwarded to local organizations or groups to assist with outreach efforts. When contacting local organizations or groups, the Bidder **must do** the following:

1. Contact a minimum of 5 local organizations or groups to provide assistance in contacting, recruiting and using SLBE-ELBE firms by written notice. For a listing of organizations or groups offering assistance, please visit the City of San Diego Equal Opportunity Contracting home page at <http://www.sandiego.gov/eoc/>
2. Written notice must indicate the date of the notice and name of the local organization or group. ***Written notices must be forwarded to the organizations or groups at least 10 business days prior to bid opening.***
3. Written notice must state which items or portions of work the bidder is requesting subcontractor/vendor pricing.
 - 3.1. It is the bidder's responsibility to demonstrate that enough work sufficient to meet the SLBE-ELBE goal was made available to SLBE-ELBE firms. The bidder should make as many items of work available as possible to meet the goal, and at a minimum an amount of work equal to the goal. If necessary to reach the goal, the work should include those items normally performed by the bidder with its own forces, supplies and even items with a dollar value below 1/2 of 1% of the total bid. Bidders shall utilize Form



City of San Diego

Small Local Business (SLBE) Program INSTRUCTIONS FOR BIDDERS COMPLETING THE GOOD FAITH EFFORT SUBMITTAL

AA60 to demonstrate compliance with this requirement and submit the completed form with Good Faith Effort documentation.

4. Written notice must state that plans and specs are available at no cost to interested SLBE-ELBE firms and how to obtain them.
5. Written notice must state that assistance is available from the bidder for SLBE-ELBE subcontractors/vendor in obtaining necessary equipment, supplies, or materials.
6. Written notice must state that assistance is available from the bidder for SLBE-ELBE firms in obtaining bonding, lines of credit or insurance.
7. Bidders must provide copies of **ALL** notices with one of the following forms of verification that the notices were sent: a) If mailed: provide copies of the metered envelopes or certified mail receipts b) If faxed: provide copies of the fax transmittal confirmation sheet(s) c) If emailed: provide copies of the email delivery confirmation sheet(s). No credit shall be given for error messages, busy, cancelled, undeliverable, etc.